



Lead Testing Program Checklist

1. Learn

- Learn about lead problems in drinking water
- Become familiar with regulations
- Gather historical information

2. Communicate

- Develop a communication plan
- Engage with the school and childcare facility community
- Establish partnerships

3. Plan

- Assign roles and responsibilities within the program
- Establish routine practices
- Keep and maintain records

4. Sample

- Conduct a walkthrough
- Determine whether your facility has a lead service line
- Develop a sampling plan
- Prepare for sampling
- Conduct sampling using the two-step sampling procedures outlined in the 3Ts toolkit
- Record samples
- Communicate the results

5. Respond

- Take immediate steps
- Take short-term measures
- Implement long-term remediation
- Take follow-up samples
- Maintain records
- Continue to test outlets regularly and implement routine practices